

5:01:02:01. Allowance for use of privately owned motor vehicle. In lieu of actual transportation expenses, an employee shall be paid ~~32~~ 37 cents a mile for use of a privately owned motor vehicle on official business outside the city limits of the employee's designated post of duty. The mileage rate covers all expenses incidental to the operation of a motor vehicle, including gasoline, oil, tires, repairs, towing, and insurance.

If State Fleet and Travel Management or Department of Transportation pool motor vehicles are available in a designated city but the employee desires to drive a personal motor vehicle, the employee shall be paid at the rate of 20 cents a mile.

Upon written request of the head of a state agency or institution, an employee may be reimbursed for mileage within a designated city area by the state auditor if the required travel is not compensated through the employee's salary.

Source: SL 1975, ch 16, § 1; 2 SDR 14, effective August 27, 1975; 3 SDR 92, effective July 10, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 11 SDR 176, effective June 30, 1985; 15 SDR 194, effective June 22, 1989; 16 SDR 195, effective May 20, 1990; 17 SDR 194, effective June 23, 1991; 19 SDR 68, effective July 1, 1993; 21 SDR 4, effective July 22, 1994; 25 SDR 146, effective July 1, 1999; 30 SDR 204, effective June 30, 2004.

General Authority: SDCL [3-9-1](#).

Law Implemented: SDCL [3-9-1](#).

5:01:02:01.01. Allowance for use of privately owned motor vehicle by individual with special needs. If no state vehicles are equipped or modified for the transportation of an individual with special needs and the individual desires to drive a personal motor vehicle on state

business, the individual shall be paid ~~45~~ 49 cents a mile for a passenger or cargo van, pick up, or sports utility vehicle and ~~32~~ 37 cents a mile for any other motor vehicle.

An individual with special needs is a person with a disability that makes the person unable temporarily or permanently to operate an unmodified state vehicle but allows the person to operate a personal motor vehicle that is equipped or modified to be operated in spite of the disability.

To receive reimbursement under this section, the individual shall complete the form provided by the State Board of Finance and attach the form to the travel voucher. The form shall contain the name of the individual requesting the reimbursement, the individual's driver license number, the individual's agency and the agency address and phone number, the make and model of the motor vehicle, the vehicle license plate number, the individual's signature, the signature of the supervisor approving the request, and the date of travel.

Source: 21 SDR 218, effective July 1, 1995; 25 SDR 146, effective July 1, 1999; 30 SDR 204, effective June 30, 2004.

General Authority: SDCL [3-9-2](#).

Law Implemented: SDCL [3-9-2](#).

5:01:02:07. Private airplane rates. The mileage rates for state employees flying their own airplanes or rented airplanes while traveling on state business ~~is 95 cents an air mile for single engine airplanes and \$1.35 an air mile for twin engine airplanes.~~ are as follows: (Effective July 1, 2007)

(1) Piston single engine -- \$1.50 per statute mile.

(2) Piston multi engine -- \$3.00 per statute mile.

(3) Turbo prop multi engine with fewer than nine seats -- \$3.95 per statute mile.

(4) Turbo prop multi engine with nine seats or more -- \$5.25 per statute mile.

Travel by privately owned or rented airplanes may be authorized only by the head of the department.

Source: SL 1975, ch 16, § 1; 1 SDR 44, effective December 9, 1974; 2 SDR 14, effective August 27, 1975; 3 SDR 92, effective July 10, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 10 SDR 62, effective January 1, 1984; 14 SDR 61, effective October 28, 1987; 21 SDR 4, effective July 22, 1994; 25 SDR 146, effective July 1, 1999.

General Authority:SDCL [3-9-1](#), [3-9-2](#).

Law Implemented:SDCL [3-9-1](#), [3-9-2](#).

5:01:02:10.01. Out-of-country per diem rates. Reimbursement for official state travel outside the United States of America shall be paid in United States dollars. Prior approval by the department head is required for all out-of-country travel. Receipts are required for all reimbursement of lodging. The out-of-country rates are as follows:

(1) The actual cost of lodging up to a maximum of \$150 per day. A person designated as having authority to approve out-of-country travel requests may at the person's discretion approve up to ~~50~~ 100 additional dollars a day for lodging provided the total amount paid to the employee does not exceed the actual cost of the lodging; and

(2) An allowance for meals in the amount not to exceed \$7 for breakfast, \$18 for lunch, and \$25 for dinner while on travel status.

Source: 7 SDR 52, effective May 1, 1981; 15 SDR 194, effective June 22, 1989; 25 SDR 146, effective July 1, 1999; 33 SDR 66, effective October 23, 2006.

General Authority: SDCL [3-9-1](#), [3-9-2](#).

Law Implemented: SDCL [3-9-1](#), [3-9-2](#).

5:01:02:11. Out-of-state per diem rates. The per diem rates for official state travel outside South Dakota are as follows:

(1) The actual cost of lodging up to a maximum of \$150 plus tax a day. A person designated as having authority to approve out-of-state travel requests may at the person's discretion approve an additional allowance of up to ~~\$50~~ \$100 a day for lodging provided the total amount paid to the employee as reimbursement for lodging does not exceed the actual cost of that lodging; and

(2) An allowance for meals of \$8 for breakfast, \$11 for lunch, and \$17 for dinner a day while on travel status.

Elected state constitutional officers and public utilities commissioners shall be reimbursed for actual expenses for lodging and meals if the officials provide receipts. Such officials may, in lieu of providing receipts for meals, be reimbursed in accordance with subdivision (2) of this section.

Source: SL 1975, ch 16, § 1; 3 SDR 34, effective November 7, 1976; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 10 SDR 62, effective January 1, 1984; 15 SDR 194, effective June 22, 1989; 19 SDR 68, effective July 1, 1993; 25 SDR 146, effective July 1, 1999; 31 SDR 115, effective January 27, 2005.

General Authority: SDCL [3-9-2.](#)

Law Implemented: SDCL [3-9-2.](#)